



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR OCTOBER 9, 2014

VIA TELECONFERENCE

Board members present: Falken, Haines, Harding, Jaeger, McPeek, Price, Rufledt, Sawvell, Serr, Turbak

Board Members Absent: Krause

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS)

Others present: Major Rick Miller (SDHP), Sara Weston (LR Kimball), RD Porter (LR Kimball), Russ Olson (Dept of Legislative Audit), Daren Ketcham (Metro 911), Sue Black (Lawrence County)

I. Call to Order and Roll Call

The meeting was called to order at 10:12am CDT by Rufledt. There was a technical problem with the conference calling bridge which delayed the start of the meeting. Roll call was taken and a quorum was present.

II. Approval of Agenda

Rechtenbaugh requested to add sub-item A. PSAP User Agreement under item VII.

Motion to approve the meeting agenda with changes noted.

Moved by: Haines Seconded by: McPeek

Discussion: None

Roll call vote: 9 yeas', 0 nays'. Motion carried unanimously.

Harding joined the meeting.

III. Annual Election of Board Chair and Vice Chair

Nomination subcommittee members, Jaeger and Falken, reported they did not receive any nominations from the board for the chair and vice chair. They did speak to both Rufledt and Serr and both indicated they would be willing to serve for another term. Falken called for nominations for the vice chair. Price nominated Kelly Serr as Vice Chair. Turbak seconded the motion. No other nominations were received. Nominations ceased.

Motion to elect Kelly Serr as vice chair.

Moved by: Price Seconded by: Turbak

Discussion: None.

Roll call vote: 9 yeas', 0 nays', and 1 abstention (Serr). Motion carried.

Falken called for nominations for the chair. Price nominated Ted Rufledt and Steve Harding seconded the nomination. No other nominations were made. Nominations ceased.

Motion to elect Ted Rufledt, Jr as the chair.

Moved by: Price Seconded by: Harding

Discussion: None.

Roll call vote: 9 yeas', 0 nays', and 1 abstention (Rufledt). Motion carried.

IV. Approval of Meeting Minutes

Motion to approve September 8, 2014 meeting minutes.
Moved by: McPeck Seconded by: Haines
Discussion: None
Roll call vote: 10 yea's and 0 nays. Motion carried unanimously.

V. Board Membership

- A. DPS Board Member – Price introduced Major Rick Miller as the new DPS member representative on the board. Price stated he has enjoyed his time serving on the board and being a part of the accomplishments over the last several years, but recently taken on some additional duties representing SD on IACP. Miller played a key role in the recent consolidation of the Pierre PSAP and Pierre State Radio. As the new DPS representative to the board he will also be the 3rd member of the Administrative Subcommittee per the by-laws. Board members expressed their appreciation to Price for his service and wished him well in his endeavors. Rechtenbaugh will provide Miller with the current sub-committee roster for his consideration as to where he might like to serve.
- B. Service Provider Board Seat – We received 4 names for consideration from the service providers around the state. We had hoped to fill this seat with a wireless service provider since the other is a wireline, but no wireless service providers submitted names. The list of names has been submitted to the Governor's Office and once the appointment has been made Rechtenbaugh will inform the board.
- C. Ex Officio Member – This position has been created on a temporary basis because initially when the board was formed both of the service provider board member seats were occupied by wireline providers. With the current vacancy, attempts were made to fill the vacant seat with a wireless provider, but none were interested. Therefore, there is no longer a need for the Ex Officio member.

Motion to eliminate the Ex Officio board position.
Moved by: Jaeger Seconded by: Harding
Discussion: This in no way is a reflection on Krause. Board members thanked Krause for his willingness to participate as the Ex Officio member and welcomed him to continue to attend in a public capacity.
Roll call vote: 9 yea's, 0 nays' and 1 abstention (Sawvell). Motion carried.

VI. GIS Contract Update

The team is making good progress on the GIS contract and the necessary attachments. We believe we will have a final draft ready for the board to review and consider for approval at the next meeting. The board will meet via conference call on October 27, 2014 at 11:00am central time to discuss and possibly take action on the draft GIS contract.

VII. ESInet and Call Handling System Contract Update

Our team and the Kimball staff continue to work with the vendor to negotiate all the details of the contract. All parties have been reviewing the various pieces of the document and discussing any changes needed. We hope to have this ready for the board to review in a few more weeks. Weston stated they have been in contact with the vendor almost daily to work out the final details. It is a lengthy process, but we are taking care to ensure we get a good product. This week a letter was sent to each of the PSAPs to schedule a pre-deployment on-site visit. The Kimball team will travel into SD and conduct the visits during the last week of October and the first week of November. A pre-deployment questionnaire was also sent to the PSAP's this

week for completion prior to the on-site visit. Both the questionnaire and the on-site visit will help gather the necessary information needed by the vendors for deployment planning.

A. PSAP User Agreement

A draft PSAP User Agreement was provided to the board for review. The workgroup has determined there will be a need for the agreement to ensure appropriate use of the network and equipment by PSAP personnel. This agreement is similar to the NCIC agreement PSAPs are used to signing annually. This too would be an annual agreement. We did have a few PSAPs review the draft agreement to get their initial reactions and questions. We did not receive any negative feedback. The board will officially review and approve the PSAP User Agreement at a future meeting. Once the on-site visits are complete, Kimball will begin the Governance Study project. This will be specific to the management of the ESInet. They will visit with the current workgroup to compile a list of possible people to be part of a focus group. The final product of the Governance study will be a policy/procedure document that will assist in the governance of the ESInet. We expect the focus group to meeting one day for a face to face and then participate in some follow up conference calls.

VIII. Coordinators Report

A. Condition Statement/DOR Collections Report – The September Condition Statement shows the 2% pre-paid wireless revenue received for FY15 is \$157,266. The revenue from the states portion of the \$1.25 for FY15 is \$674,584. Total balance in the 911 Coordination Fund is \$7,239,760. The majority of expenses from the fund are coordinator salary and contractual costs for LR Kimball. The September Collections report shows the revenue collected by the Department of Revenue. Total line count for July was 825,026 lines. Refer to column “JULY REMITTED IN AUG PD IN SEPT.” You can see the deposits I mentioned on the condition statement are reflected here as well. \$706,849.78 was distributed back to the counties in the month of September and \$78,763.20 was distributed among the 11 incentive PSAPs.

B. Bennett/Jackson County Surcharge Collection – I was contacted by a county commissioner stating he was being charged \$3.00 per line on his ATT phone bill. ATT reported they had been directed by the state to charge the \$3.00 and remit the collected funds to the Oglala Sioux Tribe. Rechtenbaugh confirmed with DOR, the state did not direct ATT to make this change. Rechtenbaugh has visited with the county commissioner and states attorney multiple times and has directed them to DOR as this is a collection issue. Deputy Director of the Business Tax Division, Allison Jares, has since been working on this issue. She reported the department has been working OST and the identified providers regarding the 911 fee issues in both Bennett and Jackson counties. Both the tribe and the providers recognize the issues at hand and are working with DOR to make necessary corrections.

C. Yankton County Update – Department of Legislative Audit recently completed their review of Yankton County. Russ Olson from DLA contacted Rechtenbaugh after the review and asked for some assistance with some of the 911 expenses and determining if they were allowable 911 expenses. Rechtenbaugh and Rufledt reviewed the information and it appeared most were allowable and they were doing better with following the allowable expenses rules. Back in 2009 DLA made an audit note to the county referencing the payment for a law enforcement software package of which only a portion was identified for PSAP use. In the following year, they paid for a radio narrow banding project out of the 911 fund. After the board reviewed their 2012 Annual Report, a letter was sent to the county commission in June 2013 identifying the concerns and asking them to reply to the board with the non-allowable dollar amount and their plan to correct the non-911 expenses. Olson met with Chairman Bruce Jensen of the county commission and Rechtenbaugh has been in touch with Commissioner Allen Sinclair. Sinclair stated they were working on the issue and looking at the numbers. Rechtenbaugh will follow up with Sinclair and provide him with a copy of the computer software policy the board approved earlier this year as it may help them identify what portion of the software package is an allowable 911 expense. If the board does not hear back from the

county in the upcoming months (prior to the December meeting) they may look at sending a follow up letter. Rechtenbaugh will invite Commissioner Sinclair or another representative to the next board meeting if they would like to visit with the board.

D. State 911 Master Plan Update – The plan needs to be reviewed and updated on an annual basis. We have begun that review process and determined it would make sense to table it until the contracts for the NG911 project are signed since that will allow for quite a bit more information to be added. Ruffedt and Rechtenbaugh will draft the updates and send to the board for review once the contracts are signed.

IX. Other Business.

Dakota 911 Conference Recap: The conference took place on September 16-18th in Mitchell. Haines reported 75 people attended and 15 vendors. The speakers were well received and overall it seemed attendees were happy with the conference. Next year's conference will be held in ND, with the 2016 conference hosted by Lawrence County in Spearfish and the 2018 conference in Sioux Falls. Weston, Porter and Rechtenbaugh presented a session during the conference to give an update of the NG911 project. The PSAP personnel asked some great questions and expressed their appreciation for the information.

Next meeting date: Monday, Oct. 27, 2014 at 11:00 am central time via conference call and the next meeting will be Thursday, December 11, 2014 at 10:00am central time at the SDACC building. Rechtenbaugh will prepare the 2015 meeting schedule for review at the next board meeting.

X. Public Comment

There was no public comment.

XI. Adjourn

Motion to adjourn the meeting.

Moved by: Falken Seconded by: Harding

Discussion: None

Roll call vote: 10 yea's and 0 nays. Motion carried unanimously.

Meeting adjourned at 11:40am central time.